# TRAINING CATALOG
## Spring 2011

www.loudoun.gov/wrc
**Loudoun Workforce Resource Center**
**102 Heritage Way, NE Leesburg, VA 20176 ~ 1st Floor (rear entrance)**

# Table of Contents

# Center Hours & Contact Information

**Monday, Tuesday, Thursday and Friday:**
**9:00 a.m. to 4:30 p.m.***

**Wednesday:**
**9:00 a.m. - 12:30 p.m.**

***Exception: First Friday of every month:**
**Opens at 1:00 p.m.**

**Address: 102 Heritage Way, N.E. Leesburg, VA 20176**
**Phone: 703-777-0150**
**Fax: 703-777-0350**
**e-mail: wrc@loudoun.gov**
**Website: www.loudoun.gov/wrc**

Loudoun Workforce Resource Center
102 Heritage Way, NE Leesburg, VA 20176 ~ 1st Floor (rear entrance)

# April 2011

## (Registration Opens 3/15/11)

Please refer to the Center's calendar for a complete list of job related events.
Workshops are offered at NO COST; however,
Pre-registration is Required. Please stop by the center or call 703-777-0150 to register.

| Day | Date | Time | Workshop |
|---|---|---|---|
| Mon. | April 4 | 9:30-12:30 | Click 'N' Drag |
| Tue. | April 5 | 1:30-4:00 | Social Media for Job Seekers |
| Thur. | April 7 | 1:00-3:00 | Online Job Applications |
| Fri. | April 8 | 10:00-1:00 | Mock Interviews |
| Tue. | April 12 | 9:00-4:00 | PowerPoint Basic |
| Thur. | April 14 | 9:00-1:00 | Resume Writing 101 |
| Thur. | April 14 | 12:00-2:00 | Interview Workshop |
| Fri. | April 15 | 1:00-4:00 | Mock Interview |
| Mon. | April 18 | 9:00-4:00 | Windows XP |
| Wed. | April 20 | 9:30-11:30 | Word (A) |
| Thur. | April 21 | 9:00-12:00 | Word (B) |
| Fri. | April 22 | 9:00-12:00 | Professional Resume Writing |
| Mon. | April 25 | 9:00-4:00 | Word Basic |
| Tue. | April 26 | 9:00-4:00 | Excel Basic |
| Tue. | April 26 | 10:00-12:00 | New Age Job Search |
| Thur. | April 28 | 9:00-1:00 | Resume Writing 101 |
| Fri. | April 29 | 9:00-4:00 | Get Connected |

# May

## (Registration Opens 4/15/2011)

Please refer to the Center's calendar for a complete list of job related events. Workshops are offered at NO COST; however, Pre-registration is Required. Please stop by the center or call 703-777-0150 to register.

| | | | |
|---|---|---|---|
| Mon. | May 2 | 9:30-12:30 | Click 'N' Drag |
| Tue. | May 3 | 9:00-4:00 | Excel Basic |
| Tue. | May 10 | 9:00-4:00 | PowerPoint Basic |
| Wed. | May 11 | 10:00-12:00 | Revitalize Your Job Search |
| Thur. | May 12 | 12:00-2:00 | Interview Workshop |
| Mon. | May 16 | 9:30-12:00 | Social Media for Job Seekers |
| Tue. | May 17 | 10:00-12:00 | Federal Job Search |
| Tue. | May 17 | 1:00-3:00 | Online Job Applications |
| Tue. | May 17 | 9:30-11:30 | Word Basic (A) |
| Thur. | May 19 | 9:00-12:00 | Word Basic (B) |
| Fri. | May 20 | 9:00-12:00 | Professional Resume Writing |
| Fri. | May 20 | 10:00-1:00 | Mock Interview |
| Mon. | May 23 | 9:00-4:00 | Windows XP |
| Tue. | May 24 | 9:00-4:00 | Word Basic |
| Thur. | May 26 | 9:00-1:00 | Resume Writing 101 |
| Tue. | May 31 | 9:00-4:00 | Excel Basic |
| Tue. | May 31 | 1:00-3:00 | New Age Job Search |

# June

## (Registration Opens 5/16/2011)

Please refer to the Center's calendar for a complete list of job related events.
Workshops are offered at NO COST; however,
Pre-registration is Required. Please stop by the center or call 703-777-0150 to register.

| | | | |
|---|---|---|---|
| Thur. | June 2 | 9:00-4:00 | Word Basic |
| Thur. | June 2 | 1:00-4:00 | Building A Career Portfolio |
| Fri. | June 3 | 1:00-4:00 | Mock Interviews |
| Mon. | June 6 | 9:30-12:30 | Click 'N' Drag |
| Tue. | June 7 | 9:30-11:00 | Understanding Credit |
| Tue. | June 7 | 1:00-3:00 | Online Job Applications |
| Wed. | June 8 | 10:00-12:00 | Networking Strategies |
| Wed. | June 8 | 9:00-4:00 | Excel Basic |
| Thur. | June 9 | 9:00-1:00 | Resume Writing 101 |
| Thur. | June 9 | 12:00-2:00 | Interview Workshop |
| Mon. | June 13 | 9:00-4:00 | PowerPoint Basic |
| Tue. | June 14 | 9:30-11:30 | Word (A) |
| Thur. | June 16 | 9:00-12:00 | Word (B) |
| Fri. | June 17 | 9:00-12:00 | Professional Resume Writing |
| Fri. | June 17 | 1:00-4:00 | Mock Interview |
| Mon. | June 20 | 9:00-4:00 | Windows XP |
| Thur. | June 23 | 9:00-12:00 | Professional Resume Writing |
| Tue. | June 28 | 9:00-12:00 | Changing Lanes |
| Thur. | June 30 | 9:00-4:00 | Get Connected |

# Building a Career Portfolio

This workshop will highlight the benefits of using a career portfolio and teach you how to create your own. Learn new ways to make yourself standout in the crowded job market.



**Thursday, June 2, 2011**
**1:00 p.m.- 4:00 p.m.**

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# Changing Lanes
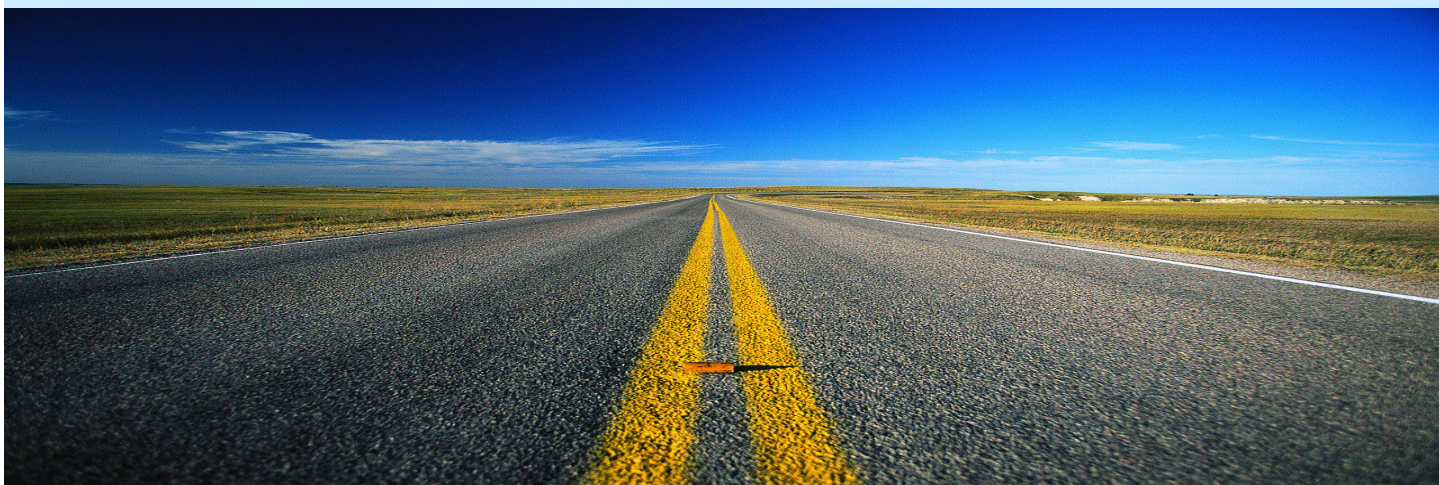


Career change can be very confusing. This workshop will provide you with tools and advice that will simplify the process, help you to identify your transferable jobs skills, and make informed decisions saving you time and money.

**Tuesday, June 28, 2011**
**9:00 a.m.- 12:00 noon**

# Click 'n' Drag



This workshop is for those who are new to using computers and a mouse. This course will teach you how to use the mouse to select text, make simple format changes to text, use cut, copy, paste and other very basic skills that are found in MS Office software.

**Monday, April 4, 2011   9:30 a.m.-12:30 p.m.**
**Monday, May 2, 2011   9:30 a.m.-12:30 p.m.**
**Monday, June 6, 2011   9:30 a.m.-12:30 p.m.**

# Dell Learning System
## (Lab Time)

This is an interactive computer based learning system which allows participants to develop, refresh, or enhance their skills in either Microsoft Office 2003 or 2007 applications.

**Pre-requisites:** You must have basic computer skills, knowledge of how to navigate the internet, and typing skills. **Computers are available on a first-come, first-serve basis, check with front desk or our Calendar of Events for available times.**

# Excel Basic

This basic level class is for those who have no experience using Excel or who need a brush up on the basics.

**Pre-requisites:** You must have some ability to type and use a mouse.



**Tuesday, April 26, 2011  9:00 a.m.- 4:00 p.m.**
**Tuesday, May 3, 2011  9:00 a.m.- 4:00 p.m.**
**Tuesday, May 31, 2011  9:00 a.m.- 4:00 p.m.**
**Wednesday, June 8, 2011  9:00 a.m.- 4:00 p.m.**

# Get Connected:
## Creating Your Online Presence



Ever wonder how to use social media sites (LinkedIn.com, Facebook, and Twitter) to your advantage? Attend this workshop to learn techniques that will help to create your online presence and maximize your job search.

- **Module 1** is an introduction to the three main sites: LinkedIn, Facebook, and Twitter.

- **Module 2** will teach you how to create a profile and help you gain insights on how to get the most out of your page.

- **Module 3** will give you the opportunity to explore the features of each site and how they work.

**Pre-requisites:** You must have the ability to type and use a mouse.

**Friday, April 29, 2011   9:00 a.m.- 4:00 p.m.**
**Friday, June 30, 2011   9:00 a.m.- 4:00 p.m.**

# Interview Workshop

This training session will help you prepare your best answers for the most frequently asked questions and give you insight on how to best present yourself from walking in the door through writing a thank you letter.



**Thursday, April 14, 2011 12:00 noon - 2:00 p.m.**
**Thursday, May 12, 2011  12:00 noon - 2:00 p.m.**
**Thursday, June 9, 2011   12:00 noon - 2:00 p.m.**

# Introduction to Windows XP

This will introduce you to Microsoft Windows XP operating system software. You will learn about the desktop, taskbar, icons, toolbars, files, folders and much more.

**Pre-requisites:** You must have some ability to type and use a mouse.



**Monday, April 18, 2011 9:00 a.m.- 4:00 p.m.**
**Monday, May 23, 2011 9:00 a.m.- 4:00 p.m.**
**Monday, June 20, 2011 9:00 a.m.- 4:00 p.m.**

# Mock Interview

### (by appointment only)

The mock interview is a 30-minute individual session to help you prepare and strategize for future interviews. Traditional and behavioral interview questions will be presented and you will be asked to respond, as you would in a real interview. After the interview, you will be given constructive feedback regarding your interviewing style and how you responded to the questions.
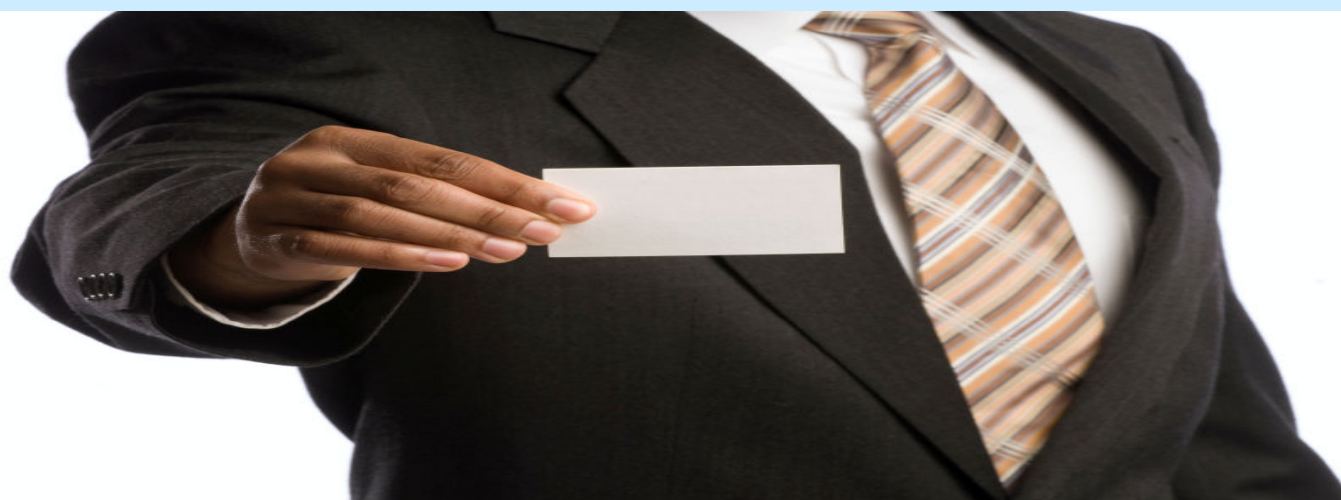
**Friday, April 8, 2011**
**10:00 a.m.- 1:00 p.m.**

**Friday, April 15, 2011**
**1:00 p.m.- 4:00 p.m.**

**Friday, May 20, 2011**
**10:00 a.m.- 1:00 p.m.**

**Friday, June 3, 2011**
**1:00 p.m.- 4:00 p.m.**

**Friday, June 17, 2011**
**1:00 p.m.- 4:00 p.m.**

# Networking Strategies



Learn the skills you need to boost your confidence in networking in this workshop. The most common advice in job searching today is to "Network, Network, Network". And yet, many of us fail to network effectively. With the recession still strong and jobs tough to come by, networking is a highly effective means of securing a job.

**Wednesday, June 8, 2011**
**10:00 a.m.- 12:00 noon**

# New Age Job Search

This workshop tackles the tough issues surrounding the job search process for more experienced workers. Learn new ways to interview, new job search techniques, and new ways to present your skills and experience while preserving old fashion values and work ethic.

**Tuesday, April 26, 2011**
**10:00 a.m.- 12:00 noon**

**Tuesday, May 31, 2011**
**1:00 p.m.- 3:00 p.m.**
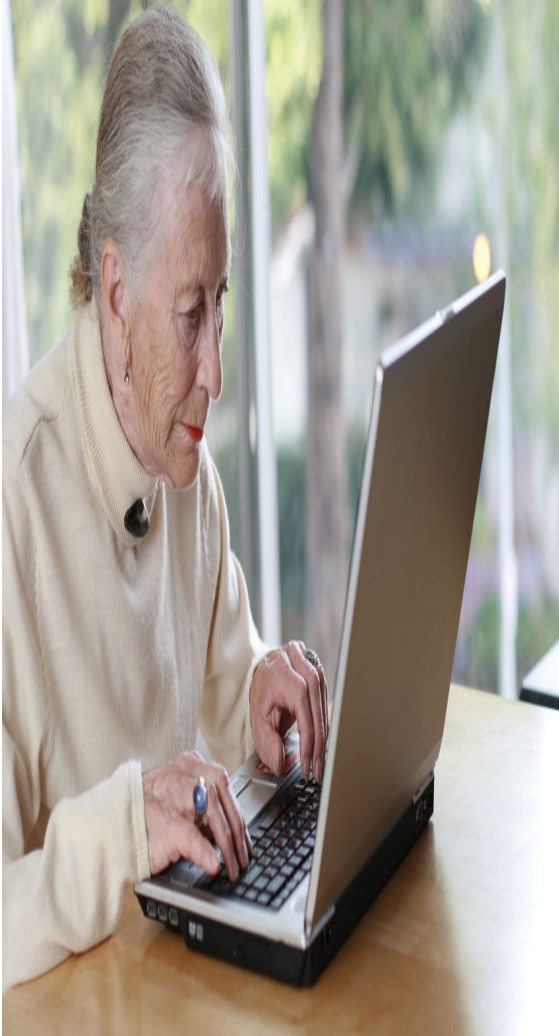
# Online Job Applications



The days of the paper application are quickly drifting away and with the new online hiring processes come many new frustrations. This workshop will teach you the art of online applications by carefully explaining the process, common symbols and error messages, and secrets to choosing an unforgettable username and password.

**Thursday, April 7, 2011   1:00 p.m.- 3:00 p.m.**
**Tuesday,  May 17, 2011  1:00 p.m.- 3:00 p.m.**
**Tuesday,  June 7, 2011   1:00 p.m.- 3:00 p.m.**

# PowerPoint Basic

This workshop is for those who want to learn the basic functions of PowerPoint, how to create a simple presentation, and practice PowerPoint skills.

**Pre-requisites:** You must be able to use a mouse, select text and have some ability to type.

**Tuesday, April 12, 2011 9:00 a.m.-4:00 p.m.**
**Tuesday, May 10,  2011 9:00 a.m.-4:00 p.m.**
**Monday, June 13, 2011 9:00 a.m.-4:00 p.m.**

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13.

# Professional Résumé Writing

This workshop is for those who are targeting their resume and cover letter toward a particular job opening, profession or specific employment sector.

**Pre-requisites:**  You **must** be working with an Employment or VIEW counselor and have the ability to type using Word and/or have your résumé in Word on a disk.



**Friday, April 15, 2011   9:00 a.m.- 12:00 noon**
**Friday, May 20, 2011  9:00 a.m.- 12:00 noon**
**Friday, June 17, 2011  9:00 a.m.- 12:00 noon**

# Résumé Writing 101



This workshop will teach you the basics in putting together an attractive and effective résumé.

**Pre-requisite:** You must bring a copy of your most recent résumé (on a disk if possible) OR complete the Résumé Worksheet (Download from our website or pick up one at the desk) OR bring a complete work history including: dates of employment, name of company, your job title, and your major responsibilities for each position you have held.

**See full calendar for dates & times**

# Revitalize Your Job Search

This workshop will help you to turn a mundane and routine job search into a creative and calculated adventure. You can't do the same thing every day and expect a different result, so change things up with fresh ideas, new approaches, and effective job search techniques.



**Wednesday, May 11, 2011**
**10:00 a.m.- 12:00 noon**

# Social Media for Job Seekers

Are you using social media to your advantage? This workshop will help you to polish your online presence and supercharge your job search and networking efforts.

**Pre-requisites:** You must have basic computer skills, knowledge of how to navigate the internet, typing and keyboarding skills, and an *active social media profile*.



**Tuesday, April 5, 2011   1:30 p.m.- 4:00 p.m.**
**Monday, May 16, 2011  9:30 a.m.- 12:00 noon**

# Understanding Money and Credit

This workshop will teach you planning and money management techniques that will help you feel more confident about your ability to live within your means, handle emergencies, reduce debt and save for the future.
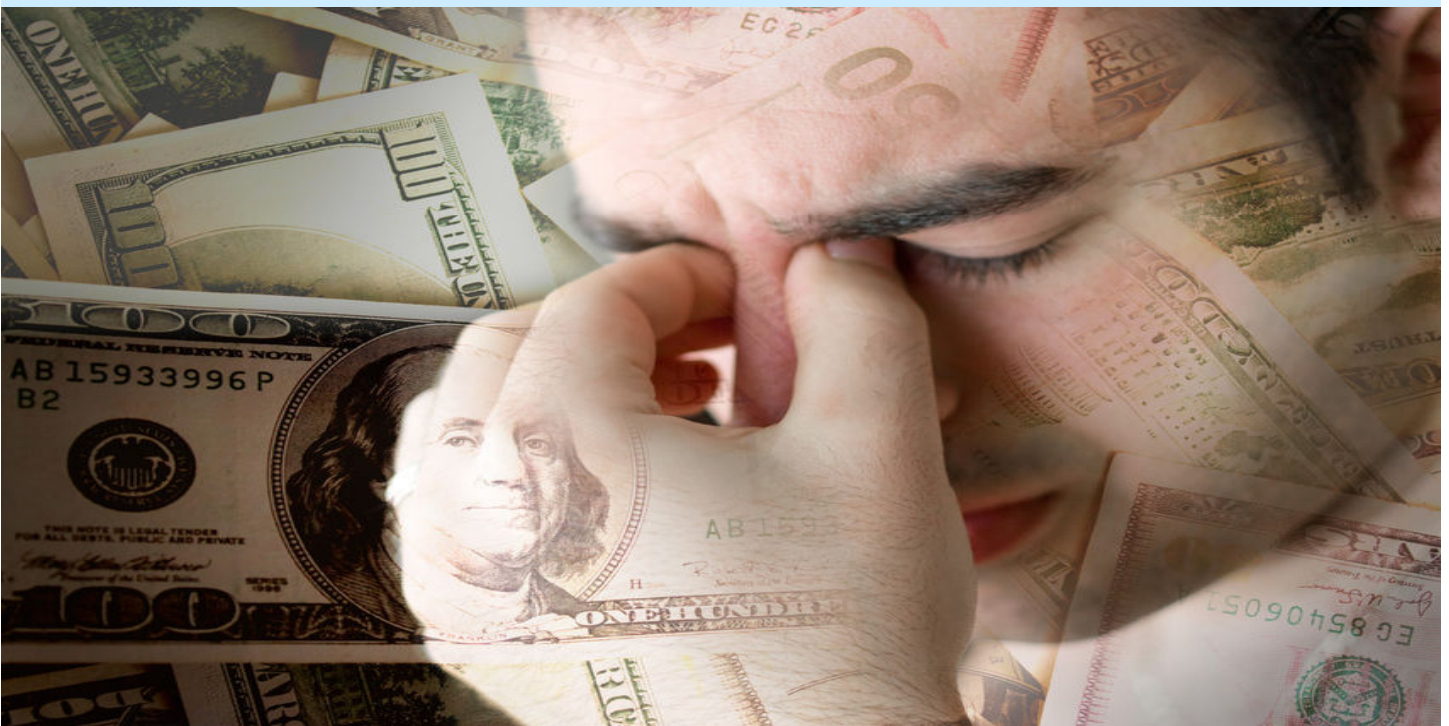


**Tuesday, June 7, 2011**
**9:30 a.m.- 11:00 p.m.**

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# Word Basic (A&B)
## offered as a full day or 2 half days

This basic level class is for those who have no experience using Word or who need a brush up on the basics.

**Pre-requisites:** You must have some ability to type and use a mouse.



## See full calendar for dates & times